

Standard Form for Circle K International (CKI) Club Bylaws

Article 1: Name

Section 1:

The name of this organization shall be, "Drexel University Circle K."

Article 2: Organization

(Please complete Article II if you have a Kiwanis sponsor)

Section 1:

Its form of organization, its ideals and its purpose shall be similar to those of the Kiwanis Club of University City.

Section 2:

It shall be sponsored by, work with, but not be apart of the Kiwanis Club of University City.

Section 3:

The Kiwanis Club of University City shall assume full responsibility of all chartering costs.

- a. The Kiwanis Club of University City is not responsible for the fiscal responsibility of the CKI Club of Drexel University but should be able to help in the role of advising the club regarding financial matters.
- b. The Kiwanis Club of University City may make a monetary donation if it is helpful to the CKI club and with the approval of the Kiwanis Club of University City and the CKI Club of Drexel University.

Article 3: Objects and Vision

Section 1:

The objects of this club shall be:

- a. To develop college and university students into responsible citizens and leaders with a lifelong commitment to service;
- b. To collaborate with all members of the Kiwanis family to achieve our common objectives;
- c. To develop positive role models;
- d. To enhance inter-cultural understanding and cooperation;
- e. To increase our service potential;
- f. To provide opportunities for fellowship, personal growth,

- professional development and leadership skills;
- g. To work towards a greater public recognition of the organization;
 - h. To emphasize the advantages of the democratic way of life;
 - i. To serve on the campus and in the community;
 - j. To encourage participation in group activities;
 - k. To develop aggressive citizenship and the spirit of service for improvement of all human relationships;
 - l. To give primacy to the human and spiritual rather than to the material values of life;
 - m. To promote the adoption and the application of high social, business and professional standards;
 - n. To develop, by precept and example, a more intelligent, aggressive and serviceable citizenship;
 - o. To provide through CKI clubs a practical means to form enduring friendships, to render altruistic service and to build better communities;
 - p. To cooperate in creating and maintaining that sound public opinion and high idealism which makes possible the increase in righteousness, justice, patriotism and goodwill.

Section 2:

The vision of this club shall be:

To be the leading global community-service organization on college and university campuses that enriches the world one member, one child and on community at a time.

Section 3:

The mission of this club shall be:

CKI develops college and university students into a global network of responsible citizens and leaders with a lifelong commitment to service.

Article 4: Motto

Section 1:

The motto of this club and of CKI shall be "Live to Serve, Love to Serve."

Article 5: Membership

Section 1:

Membership of this club shall be in accordance with the following:

- a. Any student of good character, who is officially enrolled for at least part-time status, as defined by Drexel University, may be granted

active membership in said club with a majority vote of the membership.

- b. There shall be no discrimination on the basis of age, race, sex, gender, gender identity, gender expression, political affiliation, sexual orientation, veteran's status, marital status, disability or religious affiliation within this organization.
- c. If a member has not graduated, he or she has thirty (30) days to meet enrollment, academic or minimum membership requirements before his or her membership will cease. In the event of a member's graduation, membership will cease on September 30 of the same CKI administrative year.
- d. Any person, who holds membership (other than honorary) in any other CKI club, or other Kiwanis-family organizations, shall not be eligible for active membership in this club.
- e. (Note: Additional requirements for membership, not inconsistent with Bylaws and Policy Code of CKI, may be adopted by a **majority vote of the Board of Officers** CHECK WITH CKI BYLAWS of this club.)

Section 2:

Hazing in any form is strictly prohibited. Hazing is considered an interference with personal liberty, and includes, any act of domination by any student over others which may lead to physical or emotional injury and discomfort. Hazing involving forced consumption of alcohol or drugs for the purpose of initiation or affiliation with any organization is specifically prohibited.

Section 3:

A member in good standing shall be in accordance with the following:

- a. Payment of district dues and international fees.
- b. At least a part-time student at a college or university.
- c. Part of a club that is considered "active."
- d. Part of a district that is considered "active."

Article 6: Officers

Section 1:

The elected officers of this club shall be a president, two vice presidents, a secretary, a treasurer, and an editor. All officers shall be active members in good standing with this club. They shall serve for one (1) year or until their successors are elected and are qualified.

Section 2:

The duties of the officers shall be as follows:

- a. The president shall be the executive officer of this club and shall preside over all meetings of the club and the Board of Officers. The president shall appoint committee members, with the board officers. The president shall be an ex-officio member of all standing and special committees. The president shall present the views of the club to the district in relation to the club. As the official representative of the club, the president shall promote the growth of CKI on campus and within the community. The president shall cooperate with his/her sponsoring Kiwanis club and promote Kiwanis-family relations. He/she shall act as one of the delegates of the club at district convention, and it shall be this person's responsibility to have this club represented at both the district and international convention by two voting delegates. The outgoing president, in conjunction with the Kiwanis and faculty advisors, shall make provisions for the training of the new Board of Officers prior to their installation. The president shall perform such other duties as usually pertain to the office of president or may be assigned by the Board of Officers.
- b. The vice president of service, in the absence of the president, shall preside at all meetings of this club and of the Board of Officers, shall be directly responsible to the president for all committee activities. The vice-president shall be in charge of managing service events. They will also assist in finding new service opportunities that align with the interest of the club and its members.
- c. The vice president of membership, in the absence of the president and vice president of service, shall preside at all meetings of this club and of the Board of Officers. They shall keep track of the members and add new members to the roster. The VP of membership shall assist in collecting dues and recording who has paid. They are also in charge of organizing promotional events.
- d. The secretary shall record accurate minutes of the meeting; shall maintain the club's permanent records; shall update all addresses; shall publish the club bulletin; and shall perform such other duties as pertain to this office or as may be assigned by the club president or the Board of Officers.
- e. The treasurer shall collect and disburse member dues; shall prepare as adhere to an approved budget; shall maintain accurate records; shall transact business through a bank or school account; shall keep the Board of Officers informed of financial strengths and

- weaknesses of the club; shall order club supplies; shall have the books audited; shall communicate with the district officers; shall file appropriate forms with the IRS if necessary; shall inform the sponsoring Kiwanis club of this club's financial status; and shall perform such other duties as pertains to this office or as may be assigned by the club president or the Board of Officers.
- f. The editor shall act as the club historian. They shall also be the one responsible for running the club's website. The editor shall complete a monthly editor report.

Section 3:

Any member may recommend the removal of a club officer to the Board of Officers. The Board of Officers shall hold a meeting at which the officer in question shall be heard. The Board of Officers will then present their findings to the club at which time a vote by 2/3 of the quorum is required to remove the officer in questions. In the event any officer should be removed from office, the officer shall be notified in writing by the secretary.

Section 4:

In the event of a vacancy in the office of president, the vice president shall succeed to the office. If two or more vice presidents hold office in this club, one of them shall be elected to fill the vacancy by a majority vote of the entire active club membership of this club at the next regularly scheduled meeting. In the event of a vacancy in any other office, a majority vote of the active membership of this club present and voting at the next regularly scheduled meeting shall elect a member in good standing to serve for the remainder of the unexpired term.

Section 5:

No elected club officer may hold an elected district or international office in addition to their club office.

ARTICLE 7: BOARD OF OFFICERS

The elected officers, in addition to the faculty advisor, the Kiwanis advisor and if applicable the immediate past club president shall constitute the Board of Officers (Executive Board) for this club. The faculty advisor and the Kiwanis advisor shall be nonvoting, ex-officio members of the Board of Officers.

Section 1:

The Board of Officers of this club shall consist of the elected officers, the faculty advisor, the Kiwanis advisor and if applicable the immediate past club president. The faculty advisor and the Kiwanis advisor shall be nonvoting, ex-officio members of the Board of Officers.

Section 2:

The Board of Officers shall approve the budget, approve all bills, take counsel with committees, discipline members, review and report to Kiwanis the performance of the club officers, set membership requirements, and perform such other duties as shall be referred to it by the club, in compliance with these Bylaws and the requirements of CKI.

Section 4:

The Board of Officers shall meet at least twice per month during the school year, and at least once during the summer term, at a time and place that it shall determine, and at such other times as the president or a majority of its voting members deem necessary.

Article 8: Elections of Club Officers

Section 1:

Election of officers shall be held at a regularly scheduled meeting in the third week of Spring term. In the event that the date needs to be changed, a vote shall be held to determine the best time. They shall serve for one (1) year or until their successors are duly elected and installed.

Section 2:

All officers who are members in good standing are eligible for re-election.

Section 3:

Members wishing to run for office may be nominated by any member of the club or they can also nominate themselves. All nominations must be known at least one week prior to the election date.

Section 4:

Election of officers shall be conducted by ballot. A member shall be voted in when a majority of the quorum present is obtained.

Section 5:

In the event of a tie for any of the offices the remaining candidates will be removed from the ballot and the two candidates shall be voted on again.

- a. In the event that only two candidates are running for an office and the vote results in a tie then each candidate will be given one and a half (1.5) minutes to speak to the membership and another vote will be taken. In the event of another tie, the club president shall cast a tie breaking vote. If the club president is involved, the vice president of membership shall cast the tie breaking vote.

Article 9: Club Meetings

Section 1:

During the school year the club shall hold one weekly meeting on such day and at such place as shall be determined by the club officers and the club members. It may hold such other meetings as the officers or the membership may desire. In the event that unusual conditions prevent a weekly meeting, this club may hold a minimum of two meetings per month, with the officers meeting on all other weeks.

Section 2:

Quorum at a club meeting shall be considered a majority (50 percent plus one) of the active club membership and is required for business to be legally transacted.

Article 9: Committees

Section 1:

The president shall appoint committee chairs to the standing committees.

Section 2:

The club president has the right to form any special committee deemed necessary for normal club function and events.

Article 10: Kiwanis and Faculty Advisor

Section 1:

This club shall have one (1) faculty advisor which the club shall turn to when in need of advising from the faculty level. The faculty advisor shall be expected to sit in every meeting and be free to give his/her opinion on all matters of the club.

Section 2:

This club shall have one (1) Kiwanis advisor which the club shall turn to when in need of advising from the local Kiwanis level. The Kiwanis advisor should be from the sponsoring Kiwanis Club. He/She shall be expected to

sit in every meeting and be free to give his/her opinion on all matters of the club.

- a. The Kiwanis advisor shall be appointed by the sponsoring Kiwanis club.

Article 11: Dues

Section 1:

Total amount dues shall be \$__12__ per member, which is the sum of \$__10__ for district dues, \$__0__ for International dues, and \$__2__ for individual club dues.

Note: It is recommended that club dues should not exceed Circle K International fees (for current fee amounts, refer to www.circlek.org.)

Article 12: Amendments

Section 1:

Yearly bylaw approval will be made during the third week of Spring term, or whenever yearly officer elections occur.

Section 2:

Amendments to these bylaws shall be adopted by two-thirds (2/3) vote of the membership at any regular meeting held at least two weeks after a regular meeting at which the proposed amendment or amendments were read, or after giving written notice there of to each member one week prior to the action on such amendment or amendments.

Section 3:

These bylaws and all amendments or additions thereto shall not become effective until approved by the CKI Director.